

LOST & FOUND POLICY

The Campus Public Safety Office (CPSO) is a resource for persons that have misplaced valuable and crucial items on the Portland State University Campus. Valuable items are defined as items having a value of over \$50. We will accept and store items of value in compliance with [ORS 98.245](#) and attempt to contact the owner directly if the lost item has identification.

Valuable Items:

Valuable items are defined as items having a value of over \$50.

Crucial Items:

CPSO considers items with personal information (i.e. prescriptions, wallets, purses, keys, cell phones, etc) crucial items that will require CPSO to attempt to notify the owner of lost property.

Identifiable Property:

CPSO employees **will attempt** to contact the owner directly on valuable or crucial items, with any identifying information. Property will be logged in to our database, with the owner's information (i.e. first and last name and phone number).

Unaccepted Items:

- Unidentifiable items with a value under \$50. This includes clothing, water bottles, flash drives, miscellaneous sporting equipment, etc.
- Any food, or liquid items.
- Loose papers, notebooks, photocopies, or other items
- Flash drives/Data storage devices while of little cash value may contain extremely valuable or sensitive material. These should be not be accessed and will be sent to OIT who will hold them for one week and then destroy data. If OIT finds the device, they will follow the above procedure.

Items Turned in to CPSO:

Occasionally persons finding lost or misplaced property will turn these items in to CPSO. Valuable or crucial items will be entered into the database and handled in the prescribed manner. If these items are valued under \$50, and do not contain identifying information, they will be kept informally for 24 hours in a short term storage area for retrieval. After 24 hours these items will be destroyed.

Information for Buildings:

Locations where items are frequently left, including the Student Recreation Center, the Stott Center, and the Library, among others, may decide to retain property pursuant to their individual practices and uses. This could include lost and found procedures designed for their unique uses, experiences and customer expectations.

LOST & FOUND PROCEDURES

These are the Lost & Found procedures that are to be performed daily to insure that Lost & Found items are maintained. There should not be a need for variation from this procedure. If you have questions or comments, notify the Lost and Found program coordinator.

If an item is found and brought into the CPSO by a citizen, with a value of under \$50 or without identifying information, the item will be accepted, however, it will be held without being logged into the database, and slated for either destruction or taken to [FAP Surplus Property](#) for final disposition after 24 hours.

Items of value will be entered into the database and held for 120 days. After 120 days, these items will be taken to PSU surplus property for final disposition.

Flash drives, or other electronic recording devices, will be immediately provided to OIT for final disposition per their procedures.

The database for found property is for internal use only and will not be available for public access.

CPSO employees should make every effort to assist persons who have lost or mislaid property by courteously providing directions and guidance. These efforts could include directing them to the building and location in which the property was lost.

After 120 days, these items will be destroyed, or distributed within the community.

- ID Cards (not PSU IDs), Bank Cards, or other miscellaneous cards and documents with owner identification will be shredded.
- Cell phones will be delivered to the Women's Resource Center.
- Keys will be delivered to the Facilities and Planning Lock Shop.
- US Passports will be sent to;
 - U.S. Department of State
 - Passport Services
 - Consular Lost/Stolen Passport Section
 - 1111 19th Street, NW, Suite 500
 - Washington, DC 20036
 - (refer to, http://travel.state.gov/passport/lost/lost_848.html)
- Foreign Passports need to be sent to the Embassy of that specific country.
 - (refer to, <http://travel.state.gov/>)
- PSU IDs and PSU HighOne cards will be delivered to ID Services.
- Cash will require;
 - An officer written report.
 - Logged in the L&F database (with the report number referenced).
 - Sealed in an envelope and lock box.
 - After 120 days, cash can be either;
 - Claimed by the finder; under [ORS 98.005](#), who must comply with statutes and procedures pursuant to the ORS.
 - Or, if unclaimed, taken to PSU surplus property.